



U-M Research Development Community of Practice (RDCP)

Bylaws and Responsibilities

Vision: To support University of Michigan researchers and scholars to be global leaders in addressing the major interdisciplinary challenges and opportunities of the present and future.

Mission: To help the University of Michigan fulfill its research mission by raising up, supporting, and multiplying a network of excellent RD professionals, connected through a culture of continual professional growth and collaboration.

I. Scope and Purpose

The U-M Research Development Community of Practice (RDCP) is a representative forum that exists to foster, coordinate and support Research Development across U-M campuses.

The functions of this group include:

- Fostering a network of RD professionals that will enhance collaborations across units and increase interdisciplinary research opportunities and the competitiveness of U-M researchers;
- Sharing of resources and information (e.g., best practices) that drive continuous improvement and increased efficiency of RD-related activities on U-M campuses
- Collaborating and coordinating across units to jointly host events, workshops, and seminars both for researchers and RD professionals;
- Providing professional development opportunities for the RD professionals in our community.
- Creating institution-wide visibility and recognition for RD and RD professionals.

Research Development as a practice differs from Research Administration or traditional (fundraising) Development. The RDCP will seek to address the gaps in research support and faculty development that are not central to the core activities of the Research Administration Advisory Council (RAAC) or similar groups. These activities include (but are not limited to) the development of programs, workshops, tools, and resources that help faculty become successful in obtaining external funding and/or have successful research

careers/programs; proposal development and editing; and fostering collaborative, interdisciplinary activities or initiatives (e.g., team science).

II. Composition

The RDCP is comprised of the following:

1. Executive Committee
2. Committee-at-Large
3. Research Impact Subcommittee
4. Additional subcommittees to be approved by EC

1. RDCP Executive Committee (EC)

a. Purpose

At the highest level, the RDCP-EC will be responsible for establishing the framework (governance) and overseeing the activities of the RD Community of Practice.

The EC will suggest initiatives for consideration by, and receive and review recommendations from, RDCP subcommittees. It will advise the subcommittees and approve/refine their recommendations. The EC also is empowered to create and/or dissolve new committees as needed.

When requested, the EC will receive and review recommendations from central offices such as the Office of the Vice President for Research (OVPR), Office of Research and Sponsored Projects (ORSP) and/or other central research support units. The EC may recommend that anything brought for its consideration be reviewed by the entire RDCP Committee-at-Large, the Research Associate Deans (RADs) or another entity for additional feedback and approval (if and when appropriate).

b. Membership

In addition to the Assistant Vice President for Research and the Director of Research Development from the OVPR's office, the RDCP-EC is to be comprised of up to 8 senior RD professionals that reflect the diversity of U-M's schools/colleges,

campuses, and units, such as centers, institutes, libraries and others, as well as diversity of demographic factors such as race, gender and ethnicity.

Additionally, the RDCP Project Manager and Subcommittee Chairpersons will serve as ex-officio, non-voting members of the EC.

c. Appointment

RDCP Committee-at-Large members will apply to join the EC, with the understanding that an appointment to the EC will require significant time commitment and should be supported by the leadership within members' respective units as service to the institution. Applications will be reviewed and applicants will be appointed by the Assistant Vice President for Research, in consultation with research leadership in the Office of the Vice President for Research and with approval of research leadership of applicants' respective schools/colleges/units/institutes. To identify representation for the central research units, the Assistant Vice President will do a broader consultation with peers from those communities to identify appropriate individuals.

d. Term Limits

Representatives to the RDCP-EC will be appointed for three (3) year terms with a mandatory review at the end of each three (3) year term. There will be no limit to the number of terms a member may serve. A year is defined as a fiscal year, July 1 – June 30. The first cohort of members shall be divided into groups of substantially equal number so that the terms of one third of the members shall expire each year.

e. Voting

In general, the goal of the RDCP-EC will be to reach a broad consensus on issues brought before it. In the event a consensus cannot be reached, but a decision is required, the Executive Committee may conduct a vote. A quorum for the EC is defined as at least half of the voting members being present at a meeting. A motion may pass with a simple majority of votes.

g. Duties

In addition to attending the EC meetings, it is expected that all EC members will be active participants in RDCP activities, requests, and tasks as needed, and as their schedules allow. The RDCP-EC will set the agendas for the RDCP Committee-at-Large.

h. Meetings

The RDCP-EC will meet on a regular basis throughout the year and establish a meeting schedule appropriate to its workload

2. RDCP Committee-at-Large

a. Purpose

The purpose of the RDCP Committee-at-Large is to serve as a forum for full discussion and formation of opinion from campus-wide perspectives concerning topics affecting the research and research development communities. The RDCP serves as a communication forum, an advisory forum, and occasionally, a decision-making forum at the discretion of the RDCP Executive Committee.

b. Membership/Appointment

Each school/college/campus/unit/institute may appoint no more than two (2) members to RDCP to represent their unit. These appointments should be nominated/approved by that unit's Research Associate Dean (RAD) or equivalent, in consultation with the Assistant Vice President for Research. Additionally, members of the OVPR RD team will be members of RDCP ex officio.

b. Term Limits

Representatives to the RDCP will be appointed for three (3) year terms with a mandatory review at the end of each three (3) year term. There will be no limit to the number of terms a member may serve. A year is defined as a fiscal year, July 1 – June 30.

c. Vacancies

Anytime there is a vacancy, the Assistant Vice President for Research will work with the appropriate unit and/or leadership to identify an individual to fill that vacancy.

d. Duties

RDCP members should attend and participate in the RDCP meetings, serve as a conduit of information back to their school/college/campus/unit/institute, represent their unit's opinions broadly, and provide information and respond to surveys as requested by the RDCP and/or its subcommittees.

e. Meetings

The RDCP Executive Committee, in consultation with the RDCP, will determine the meeting schedules.

3. RD Subcommittees

Each of the RD Subcommittees will have their own purpose, but share the following attributes as outlined below.

a. Membership/Appointment

Each subcommittee will have a chair appointed by the Assistant Vice President for Research, in consultation with relevant campus leadership. Subcommittee members will be appointed by the Subcommittee chair in consultation with the Executive Committee.

b. Term Limits

The term for a subcommittee chair will be for two years and can be renewed at the discretion of the Assistant Vice President for Research. The term for subcommittee members will be a one-year commitment and can be renewed at the discretion of the subcommittee chair.

c. Vacancies

Anytime there is a vacancy, the subcommittee chair will work with the appropriate unit and/or leadership related to that individual's position, to identify an individual to serve out the remainder of that term.

d. Duties

RD subcommittees are empowered to undertake analysis, gather data, perform benchmarking against other institutions, and develop recommendations for trainings and resources (e.g., workshops, programs, initiatives, online tools), collaboration opportunities, professional development opportunities, events, and other recommendations designed to increase competitiveness and research opportunities for faculty, increase collaborative RD opportunities across units, and increase professional development opportunities for those who support RD. RD subcommittees also are empowered to appoint a task force(s) to assist with the development of their recommendations.

e. Meetings

Subcommittee chairs will determine meeting frequency, and together with the membership, determine the types of meetings and locations where they will be held.

f. Current RDCP Subcommittees

1. Research Impact Subcommittee

- a. Co-chairs:** Judy Smith & Becky Welzenbach
- b. Purpose:** The Research Impact Subcommittee aims to develop a community of practice around research impact indicators that can be used by individual faculty or teams to demonstrate impact. Indicators include but are not limited to bibliometric indicators (e.g., societal or policy impact). Projects will involve: 1) training and education on research impact indicators and tools, and their responsible and ethical use; and, 2) creating a document of model use cases--examples of how to use best practices when presenting metrics in grants or other projects. A longer-term goal might be to conduct an environmental scan of ways research impact assessment is happening across campus.

2. Research Development Metrics Subcommittee (under development)

- a. Co-chairs:** Stephanie Hensel & Jennifer Huntington
- b. Purpose:**

III. Leadership

The Assistant Vice President for Research and Director of Research Development in the OVPR's office will serve as co-chairs of the RD Community of Practice. The co-chairs will preside over all regular and special meetings of the RDCP-EC and Community-at-Large and shall be responsible for the general direction of the affairs of the RDCP.

IV. Amendments

These bylaws are adopted on 7 December 2020. These bylaws may be amended by consensus of the RD Community of Practice Executive Committee members at any meeting if the proposed changes have been distributed in writing to the members of the Executive Committee at least one month in advance of that meeting and the EC approves the changes. The RDCP Project Manager shall be the official keeper of the bylaws.

V. Appendices

To include: EC members, units represented, RDCP members, subcommittee members

Appendix A. Research Development Community of Practice - Executive Committee Members

Members:

- **Nick Wigginton**, Assistant Vice President for Research, OVPR (Co-Chair)
- **Jill Jividen**, Director of Research Development, OVPR (Co-Chair)
- **John Cristiano**, Asst. Dean for Research Development & Strategic Initiatives, U-M Dearborn (*March 1, 2021-Feb. 28, 2023*)
- **Gabriel Harp**, Director of Research & Creative Practice, TCAUP (*March 1, 2021-Feb. 29, 2024*)
- **Stephanie Hensel**, Research Development Manager, SOE (*March 1, 2021-Feb. 29, 2024*)
- **Allison McElroy**, Associate Director, Foundation Relations/LSA (*March 1, 2021-Feb. 29, 2024*)
- **Gina Stouffer**, Research Development Specialist, UMMS (*March 1, 2021-Feb. 28, 2023*)
- **Ken Sylvester**, Director of Research, U-M Flint (*March 1, 2021-Feb. 28, 2023*)
- **Anne Thomson**, Director of Research & Compliance, LSA (*March 1, 2021-Feb. 28, 2023*)
- **Jocelyn Webber**, Asst. Director of Research Development, UMSI (*March 1, 2021-Feb. 29, 2024*)

Ex-officio members:

- **Judy Smith**, Informationist, Taubman Health Sciences Library (Co-Chair, Research Impact Subcommittee)
 - Term ends February 28, 2023
- **Becky Welzenbach**, Research Impact Librarian (Co-Chair, Research Impact Subcommittee)
 - Term ends February 28, 2023
- **TBD**, RDCP Project Manager

Appendix B. Composition of the RDCP Committee-at-Large

Schools/Colleges/Campuses
College of Literature, Sciences & the Arts <ul style="list-style-type: none"> • Anne Thomson • Ben Friedline
College of Engineering <ul style="list-style-type: none"> • Richard Vanden Heuvel • Joanne Navarre • Elaine Meinzer
Medical School <ul style="list-style-type: none"> • Gina Stouffer
School of Education <ul style="list-style-type: none"> • Stephanie Hensel
School of Information <ul style="list-style-type: none"> • Becky O'Brien • Jocelyn Webber
Taubman College of Architecture & Urban Planning <ul style="list-style-type: none"> • Gabriel Harp
Ross School of Business <ul style="list-style-type: none"> • Jennifer Huntington
Stamps School of Art & Design <ul style="list-style-type: none"> • Caitlin Walton
School of Social Work <ul style="list-style-type: none"> • Rogerio Pinto
School of Kinesiology <ul style="list-style-type: none"> • Elizabeth Tropiano
School for Environment and Sustainability <ul style="list-style-type: none"> • Teresa Herrick
School of Dentistry <ul style="list-style-type: none"> • Melissa Karby
Institute for Social Research <ul style="list-style-type: none"> • Jeannette Jackson
U-M Dearborn <ul style="list-style-type: none"> • John Cristiano • Vess Clarke
U-M Flint <ul style="list-style-type: none"> • Ken Sylvester

Appendix B, continued

Central offices/service units
Office of the Vice President for Research <ul style="list-style-type: none"> • Nick Wigginton • Jill Jividen • Jesse Johnston • Tricia Ebright • Mindy Lowe
Libraries <ul style="list-style-type: none"> • Judy Smith • Becky Welzenbach
OUD-Foundation Relations <ul style="list-style-type: none"> • Maureen Martin • Allison McElroy
MICHHR <ul style="list-style-type: none"> • Beth LaPensee
Institute for Research on Women & Gender <ul style="list-style-type: none"> • TBD
Business Engagement Center <ul style="list-style-type: none"> • Amy Klinke
Michigan Medicine Corporate & Foundation Relations <ul style="list-style-type: none"> • Joe Piffaretti
Graham Sustainability Institute <ul style="list-style-type: none"> • TBD